



# State of Nevada – Department Of Personnel

## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PLUMBER SUPERVISOR (MAINTENANCE)	33	G	9.463
PLUMBER II (MAINTENANCE)	32	G	9.462
PLUMBER I (MAINTENANCE)	31	G	9.432

### SERIES CONCEPT

Incumbents in this class series perform and/or supervise the performance of journey level skilled work in plumbing in order to maintain and repair fixtures, equipment and plumbing systems. Incumbents in this class are distinguished from Maintenance Repair Specialists in that the majority (60% or more) of the work performed is plumbing, i.e., incumbents may perform duties related to other building trade areas but it is not the principal function of incumbents in this class.

Respond to repair orders by: establishing the priority of repairs; diagnosing the problem utilizing appropriate tools and test equipment; estimating cost of jobs; acquiring the materials to complete the job by contacting vendors and/or completing a purchase requisition; making the repair; documenting the time and material costs for billing purposes.

Institute a preventative maintenance schedule and perform preventative maintenance such as conducting routine inspections, cleaning and servicing, and making adjustments and minor repairs, in order to prevent malfunction and prolong life of equipment, systems, and structures.

Install water supply, waste, steam and gas lines and related fixtures and fittings in accordance with the plumbing code. This includes reviewing blueprints; designing and laying out plumbing systems; cutting and threading or soldering pipes; assembling and installing valves, pipe fittings and pipes; inspecting for leakage; installing fixtures such as sinks, toilets, bathtubs, water heaters.

Maintain and repair plumbing systems and fixtures which includes: opening clogged drains; replacing broken lines; maintaining and repairing heating, ventilation and air conditioning systems and associated lines; repairing or replacing pumps, valves, fixtures and components to ensure system and fixtures are in proper working order.

May monitor and maintain the sewage treatment operations for the facility to which assigned to ensure compliance with state and Environmental Protection Agency regulations by: inspecting flume and gauges; recording gauge and water meter readings; checking the operation of valves; monitoring sewage ponds levels; cleaning the ponds of sludge and trash; and collecting water samples for testing by the State Health Department.

May provide lead work supervision including training, work direction and work review to other maintenance staff such as maintenance repair workers, students and inmate crews.

May assist contractors by providing information regarding the existing structure, equipment, systems and required modification. May review bids and work completed by contractors for quality and conformance with specifications and codes.

\*\*\*\*\*

<b>PLUMBER SUPERVISOR (MAINTENANCE)</b>	<b>33</b>	<b>G</b>	<b>9.463</b>
<b>PLUMBER II (MAINTENANCE)</b>	<b>32</b>	<b>G</b>	<b>9.462</b>
<b>PLUMBER I (MAINTENANCE)</b>	<b>31</b>	<b>G</b>	<b>9.432</b>

Page 2 of 6

## **CLASS CONCEPTS**

### **PLUMBER SUPERVISOR**

Under general supervision, directs and provides line supervision to a crew of plumbers, typically three or more, and performs complex plumbing work described in the series concept.

Schedules and oversees repair and maintenance work by: reviewing work requests and/or structures, equipment and systems; determining the complexity of work and establishing the job priority; writing the work order; coordinating job completion with other trade workers; assigning work to agency personnel or making arrangements for an outside vendor to complete; laying out major projects; inspecting work to ensure timely completion and compliance with specifications and code requirements.

Supervises a crew of subordinate plumbers and, in addition, may supervise other maintenance staff such as maintenance repair specialists, maintenance repair workers, and craft workers-in-training. Supervision includes hiring, providing training and technical assistance; assigning and reviewing work; initiating disciplinary action; and evaluating performance. Ensure personnel comply with federal and state laws and regulations and state, agency, and division policies and procedures. Ensure employees are informed and receive proper training in the use of hazardous materials and safety procedures.

Completes an estimate of time and material costs for upcoming projects and provides the estimate to agency management. Purchases or completes purchase requisition for tools, materials, and supplies needed for work unit operations.

### **PLUMBER II**

Under general supervision, performs the range of duties described in the series concept and functions as a lead work supervisor the preponderance of the time on a regular and reoccurring basis to lower level plumbers, journey level skilled trade workers, or a regularly assigned crew of inmates.

Lead work supervision includes providing training and technical assistance, work assignment and work review, and input to performance evaluations. In a prison environment, inmate performance is documented through completion of periodic progress reports and incumbents are responsible for implementing security procedures which includes securing the work area from unauthorized inmates and accountability for assigned inmates, staff, tools, and equipment. Supervision of a crew of inmates must be within the institution and must be a regular and reoccurring duty of a position to warrant allocation to this class.

Positions at this level are distinguished from the lower level of the series by the lead work supervisory responsibility over other plumbers and journey level trade workers or a regularly assigned inmate crew.

This is the advanced journey level class in the series.

### **PLUMBER I**

Under general supervision, incumbents perform the range of duties described in the series concept at the journey level. Supervisors are consulted prior to performing large scale modifications and system changes and in situations requiring coordination among various trades or outside contractors.

<b>PLUMBER SUPERVISOR (MAINTENANCE)</b>	<b>33</b>	<b>G</b>	<b>9.463</b>
<b>PLUMBER II (MAINTENANCE)</b>	<b>32</b>	<b>G</b>	<b>9.462</b>
<b>PLUMBER I (MAINTENANCE)</b>	<b>31</b>	<b>G</b>	<b>9.432</b>

Page 3 of 6

### **CLASS CONCEPTS (cont.)**

This is the journey level class in the series.

\*\*\*\*\*

### **MINIMUM QUALIFICATIONS**

#### **PLUMBER SUPERVISOR**

##### **EDUCATION AND EXPERIENCE:**

I

Graduation from high school plus 30 semester credits with an emphasis in plumbing technology and three years of journey level plumbing experience equivalent to a Plumber I in Nevada State service;  
OR

II

An equivalent amount of education and experience that provided the applicant with the required entry level knowledge, skills and abilities. One year of journey level plumbing experience may be substituted for 30 semester credits with an emphasis in plumbing technology.

**LICENSE:** A valid Nevada driver's license may be required for some positions.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or needed to perform the work assigned.)

Thorough knowledge of state and agency policies and procedures pertaining to purchasing, personnel, and work unit operations. Thorough knowledge of national, state and local building codes, Uniform Plumbing Code, National Fuel Gas Code, and O.S.H.A. requirements. Working knowledge of the principles and practices of management and supervision.

Ability to train, motivate, and supervise staff including hiring, training, assigning and reviewing work, establishing work schedules and priorities, administering discipline and evaluating performance.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to speak to groups or on a one-to-one basis using proper grammar and vocabulary, to provide training, obtain and provide information and explain and interpret policies and procedures. Ability to set priorities which reflect the relative importance of the needs of the agency and the capacity to the shop to meet those needs. Ability to examine structures, systems, equipment and fixtures, determine what modifications or repairs are necessary, and determine the cost, feasibility, cost effectiveness and design of the project. Ability to schedule projects by coordinating with other trade workers, agency staff, and outside vendors. Ability to estimate the material, supply and equipment requirements for shop operations and major projects.

In addition, all knowledge, skills, and abilities required at the lower levels of the series.

PLUMBER SUPERVISOR (MAINTENANCE)	33	G	9.463
PLUMBER II (MAINTENANCE)	32	G	9.462
PLUMBER I (MAINTENANCE)	31	G	9.432

Page 4 of 6

### MINIMUM QUALIFICATIONS (cont.)

\*\*\*\*\*

#### PLUMBER II

##### EDUCATION AND EXPERIENCE:

I

Two years of journey level plumbing experience equivalent to a Plumber I in Nevada State service, plus 30 semester credits with an emphasis in plumbing technology; OR

II

An equivalent amount of education and experience that provided the applicant with the required entry level knowledge, skills and abilities. One year of journey level plumbing experience may be substituted for 30 semester credits with an emphasis in plumbing technology.

LICENSE: A valid Nevada driver's license may be required for some positions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of laws and regulations pertaining to sewage treatment operations.

Ability to enforce safety, security, and custodial measures for the supervision of inmates. Ability to supervise staff including training, assigning and reviewing work, and evaluating performance. Ability to establish and maintain records and files and prepare reports pertaining to shop operations, materials, and supplies.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of state and agency policies and procedures pertaining to work unit operations, personnel, and purchasing. Working knowledge of national, state and local building codes, Uniform Plumbing Code, National Fuel Gas Code, and O.S.H.A. requirements. Ability to set priorities which reflect the relative importance of job assignments. Ability to establish and maintain cooperative working relationships with vendors and agency staff.

In addition, all knowledge, skills, and abilities required at the lower levels of the series.

\*\*\*\*\*

#### PLUMBER I

##### EDUCATION AND EXPERIENCE:

I

Four years of skilled plumbing experience under the supervision of a journey level plumber (such as an apprenticeship) which included responsibility for performing a variety of repairs and maintenance activities, laying out jobs and ordering material, plus 30 semester credits with an emphasis in plumbing technology; OR

<b>PLUMBER SUPERVISOR (MAINTENANCE)</b>	<b>33</b>	<b>G</b>	<b>9.463</b>
<b>PLUMBER II (MAINTENANCE)</b>	<b>32</b>	<b>G</b>	<b>9.462</b>
<b>PLUMBER I (MAINTENANCE)</b>	<b>31</b>	<b>G</b>	<b>9.432</b>

Page 5 of 6

### **MINIMUM QUALIFICATIONS (cont.)**

#### **EDUCATION AND EXPERIENCE: (cont.)**

##### **II**

Successful completion of the Craft-Worker-In-Training program in Nevada State service; OR

##### **III**

Completion of a recognized plumbing apprenticeship program; OR

##### **IV**

An equivalent amount of education and experience that provided the applicant with the required entry level knowledge, skills and abilities. One year of journey level plumbing experience may be substituted for 30 semester credits in with an emphasis plumbing technology.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of agency policies and procedures pertaining to work unit operations. General knowledge of the National Fuel Gas Code.

Skill in installing and maintaining gas piping and equipment.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of plumbing systems, pipes, fittings, valves, and components. Working knowledge of the standard practices, methods, materials, tools, and equipment used in plumbing. Working knowledge of safety hazards, safe working procedures and the proper use, storage and disposal of hazardous materials. General knowledge of national, state and local building codes, Uniform Plumbing Code, and O.S.H.A. requirements.

Ability to write sufficient to prepare work orders, requisition supplies, and prepare specifications. Ability to read sufficient to read and interpret installation manuals and plumbing codes. Ability to read and interpret blueprints and construction drawings in order to determine the type, location and configuration of plumbing systems. Ability to plan and sketch plumbing installations. Ability to annotate blueprints with updated plumbing configurations. Ability to estimate the materials and time required to complete projects. Ability to apply knowledge of algebra sufficient to size water supply systems, and lay out projects. Ability to establish and maintain cooperative working relationships with co-workers. Ability to work independently and follow through on assignments with minimal direction. Ability to safely lift construction materials and equipment. Ability to work on ladders and scaffolding and in confined building access areas.

<b>PLUMBER SUPERVISOR (MAINTENANCE)</b>	<b>33</b>	<b>G</b>	<b>9.463</b>
<b>PLUMBER II (MAINTENANCE)</b>	<b>32</b>	<b>G</b>	<b>9.462</b>
<b>PLUMBER I (MAINTENANCE)</b>	<b>31</b>	<b>G</b>	<b>9.432</b>

Page 6 of 6

### **MINIMUM QUALIFICATIONS (cont.)**

#### **ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (cont.)**

Skill in safely operating and maintaining the tools and equipment used in plumbing. Skill in basic arc and gas welding sufficient to join piping. Skill in performing a variety of skilled journey level plumbing processes including the installation, repair and maintenance of cold and hot water supply and distribution systems, sanitary drainage systems, steam heating systems, sewage disposal systems, air compressors, pumps, and plumbing fixtures.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.463</u>	<u>9.462</u>	<u>9.432</u>
ESTABLISHED:	7/1/91P 11/29/90PC	7/1/91P 11/29/90PC	1/1/61
REVISED:			7/1/91P 11/29/90PC